

MINUTES OF THE
MARICOPA ASSOCIATION OF GOVERNMENTS
TELECOMMUNICATIONS ADVISORY GROUP

September 1, 2000
MAG Office
302 North First Avenue
Phoenix, Arizona

MEMBERS ATTENDING

Jim Hull, Mesa, Acting Chair	Duncan Miller, Paradise Valley
Betsy Wise, Carefree	Ralph Spencer for Sandy Teetsel, Peoria
*Bill Mitchell, Chandler	Greg Binder, Phoenix
Peter Putterman, Fountain Hills	*Jamie Oman-Saltmarsh, Scottsdale
Shawn Woolley, Gilbert	John Laue, Tempe
Jerry Wightman, Glendale	Rosemarie Booth for Ralph Velez, Tolleson
John Imig, Goodyear	*Craig Stender, ADOT
Lynn Dunn, Litchfield Park	*Randi Alcott, RPTA
Cary Parker, Maricopa County	

*Members neither present nor represented by proxy

OTHERS PRESENT

Joe Blanton, Buckeye	James Labita, Peoria
Claudia Claunch, Carefree	Jerry Rathbun, Phoenix
Caroline Addington, Citizen	Laura Durant, Phoenix
David Chenko, El Mirage	Tracy Corman, Queen Creek
Mike Ciccarone, Fountain Hills	Joe LaFortune, Queen Creek
Ardell Ruiz, Gila River Indian Community	Karen Brown, Qwest
Keith Franklin, Gila River Indian Community	Anne MacCracken, RPTA
Robin Fohrenkam, Gila River	Rusty Bliss, Surprise
Telecommunications	Audrey Skidmore, MAG
Dave Kollar, Gilbert	Debbie Kohn, MAG Associate
Jack Blonski, Goodyear	Heidi Pahl, MAG
Martin Waverly, Intellisys Group	Rita Walton, MAG
Maureen Vild, Latitude Communications	Tiffany Lopez Powell, MAG
Horatio Skeete, Litchfield Park	Lyle Shaughnessy, Wickenburg
Chuck Brotherton, Maricopa County	Tonya Forbrook, Wickenburg
Jenny Sheppard, Mesa	

1. Call to Order

The meeting was called to order at 10:07 a.m. by Acting Chair, Jim Hull.

2. Approval of August 3, 2000 Meeting Minutes

It was moved by Lynn Dunn, seconded by Rosemarie Martinez-Booth and unanimously recommended to approve the August 3, 2000 meeting minutes.

3. Submittal of Projects for Regional Federal Funding: Draft FY 2002-2006 Transportation Improvement Program (TIP)

Rita Walton distributed the MAG Telecommunications Advisory Group (TAG)'s Suggested Projects for the 2002-2006 TIP. Ms. Walton reviewed the current FY 2002-2005 TIP items and the proposed FY 2006 TIP items. She noted that there were three proposed items: Teleconferencing and Telecommuting Training and Marketing for \$200,000, Regional Wide Area Network Implementation for \$2,000,000 and Telecommunications Strategic Plan for \$250,000. She explained that at the last meeting MAG staff asked if there were other projects that MAGTAG would like to submit and she received no response. Jim Hull asked if there are any projects that MAGTAG would like to submit and heard nothing. It was moved by Peter Putterman, seconded by John Laue and unanimously recommended to approve the TAG Suggested Projects for the 2002-2006 TIP.

4. Announcements and Public Input

Rita Walton announced that the Chair of the MAG Regional Council approved Jim Hull as the new Chair for the MAG Telecommunications Advisory Group. Ms. Walton also announced that Debbie Kohn was hired as a MAG Associate to work on marketing the Videoconferencing Project, creating a draft Regional Wide Area Network Request for Proposals and other telecommunications related assignments. Rita Walton introduced Tiffany Lopez Powell as a new MAG staff person who will be assisting with the MAG Regional Videoconferencing System Project and will be the second contact person at the hub site.

Jim Hull announced that MAGTAG member, Jamie Oman-Saltmarsh, has taken a job as Planning Director for a small town in Maine, and that MAGTAG appreciates Ms. Oman-Saltmarsh's input over the past couple years.

5. Date of Next Meetings

Jim Hull announced that the date of the next meeting is September 28, 2000 from 10:00 a.m. to 12:00 p.m. Mr. Hull stated that site coordinators will be invited to future TAG meetings so that they are kept informed on the status of the MAG Regional Videoconferencing System Project. Rita Walton mentioned that in addition to the monthly TAG meetings special meetings for site coordinators will be held. Jim Hull mentioned that it is our goal to begin using videoconferencing at the September 28, 2000 TAG meeting. Mr. Hull noted that for those jurisdictions that do not have videoconferencing installed at their site they can audio conference or drive to a neighboring jurisdiction to attend the meeting.

6. Meet and Greet Site Coordinators

Heidi Pahl mentioned that there are several hand outs. Ms. Pahl stated that the Draft MAG Teleconferencing Policies and Procedures binder, the Summary Update for the MAG Regional Videoconferencing System Implementation, detailed network information for MAGTAG members, Marketing slides, and Latitude MeetingPlace Conference Call End User Training Materials are available for everyone to take back to their jurisdiction. Ms. Pahl encouraged all site coordinators to read through the Draft MAG Teleconferencing Policies and Procedures binder.

Heidi Pahl gave a presentation on the MAG Regional Videoconferencing System Project. Ms. Pahl explained the role of MAG and MAGTAG, gave background on the Regional

Videoconferencing System Project, identified and introduced the key players, explained what was purchased and identified the roles and responsibilities of the site coordinator. Ms. Pahl talked about training for the audio conference and videoconference system and Debbie Kohn addressed the draft marketing plan.

Heidi Pahl introduced Maureen Vild from Latitude, Martin Waverly from Intellisys Group and Karen Brown from Qwest. Debbie Kohn asked everyone in the room to introduce themselves.

Cary Parker asked if there was a list by member agency of all the Committee meetings that member agency staff attends. Rita Walton stated that MAG has this list and she would get a copy for MAGTAG representatives when it is updated.

Jim Labita asked how videoconference training will occur. Heidi Pahl responded that Videoconference End User Training and Site Coordinator Administrative Functions Training will occur via videoconference so that site coordinators are trained on the technology that they will be using. She noted that Train the Trainer will occur in person at the request of the Trainer.

Peter Putterman asked if there was a timetable for Videoconference End User Training. Heidi Pahl stated that she is currently working with Intellisys Group to create a videoconference training schedule.

Rusty Bliss asked if there is a manual for the videoconference equipment. Heidi Pahl stated that Intellisys Group should have left a videoconference manual at each site upon installation of the VTEL units. Martin Waverly confirmed that Intellisys Group has been giving each site a videoconference manual.

Rita Walton announced that Conference Call End User Training and Train the Trainer training would be held today beginning at 1:00 p.m. She noted that each class is one hour and 15 minutes and that the site coordinators must attend End User Training before they attend Train the Trainer. Heidi Pahl noted that Maureen Vild would conduct the training in person in this meeting room.

7. MAG Regional Videoconferencing System Project

Heidi Pahl gave an update on the MAG Regional Videoconferencing System Project. Ms. Pahl stated that twenty of the twenty-nine sites have network installed. She noted that Avondale, Gila River Indian Community, Goodyear, Litchfield Park, Queen Creek and Wickenburg are the only sites that do not have network. She explained that Salt River Pima-Maricopa Indian Community and the MAG Saguaro room have network even though the hand out shows that they do not. Ms. Pahl stated that Qwest is making every effort possible to get network to these outstanding sites. She noted that MAG is working with Maricopa County in getting a microwave network solution to Wickenburg. She noted that the Gila River Indian Community installed an OC12 and that MAG is working with Qwest and Gila River Telecommunications to expedite this installation.

Heidi Pahl stated that to date sixteen sites have VTEL videoconferencing units delivered. Ms. Pahl stated that the delivery and installation of videoconferencing units is in coordination with the network installation schedule.

Ms. Pahl asked if there was anyone who did not get an opportunity to sign in. Joe Blanton and Cary Parker mentioned that they did not sign in.

The meeting was adjourned at 11:40 a.m.